

Chief, Management Staff

OCT 17 1956

Chief, O&M Staff (DD/S Area)

Work Report for Period 11 October Through 17 October 1956

1. Accomplishment

a. MS 1024, OS, Transfer of two positions from Investigation Pool Administration and Training Staff. [REDACTED]

25X1A9a

25X1A9a

b. MS 1050, OF, T/O Reorganization, Position Evaluation Division (36 positions). [REDACTED]

25X1A9a

c. Proposed revision of DD/S functional statement prepared and submitted to [REDACTED] SA-DD/S. [REDACTED]

25X1A9a

2. Assignments (Active)

Target Date

25X1A9a

a. MS 5-1E, CC, Study of Technical Accounting Staff. [REDACTED]

1 November 1956

25X1A9a

b. MS 5-38, T/O System Analysis, Manpower Control. [REDACTED]

1 December 1956

25X1A9a

c. MS 6-14, Study of Agency Overtime Practices. [REDACTED]

15 November 1956

25X1A9a

d. MS 6-19, OTR, Follow-up on concurrence by Director of Training on "Study of OTR Clerical Training Program." [REDACTED]

15 November 1956

e. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [REDACTED]

15 November 1956 25X1A9a

25X1A6a

f. MS 6-47, CC, Study of Use of UV Funds to Pay Agency Employees, [REDACTED] [REDACTED]

1 November 1956 25X1A9a

g. MS 6-47, CC, Study of Use of UV Funds to Pay Agency Employees, other Components. [REDACTED]

15 January 1957 25X1A9a

25X1A9a

h. MS 6-48, OS, Reorganization of Support Branch, SHD. [REDACTED]

30 November 1956

25X1A9a

i. MS 6-49, OTR, Study of OTR Language and Area Instruction. (NY MS 883) [REDACTED]

1 November 1956

- j. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to OOR and Establishment of Communism Library. [REDACTED] 25X1A9a  
1 November 1956
- k. MS 6-57, OC, Reorganization of the Investigation Branch SED/IOG. (Reference MS 937) [REDACTED] 25X1A9a  
15 November 1956
- l. MS 6-58, OC, Review of Work Measurement System - Finance. [REDACTED] 25X1A9a  
1 November 1956
- m. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [REDACTED] and Transfer of Area Position. [REDACTED] 25X1A6a  
1 November 1956
3. Assignments (Inactive)
- a. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED] 25X1A9a  
1 January 1957
- b. MS 5-1D, OC, Study of the Budget Division. [REDACTED] 25X1A9a  
15 December 1956
- c. MS 5-1F, OC, Study of Program Analysis Staff. [REDACTED] 25X1A9a  
2 November 1956
4. Training
- a. 3 Hours - Reading Improvement Course. [REDACTED] 25X1A9a
- b. 1 Hour - Supervised Study with an experienced examiner. [REDACTED] 25X1A9a

SIXED

25X1A9a